



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention - Toxics Use Reduction Planning and Reporting Program
BWP - TU 01 & BWP - TU 02
Certification of Toxics Use Reduction Planners
Instructions and Supporting Materials

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Introduction

DEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the DEP Web site at mass.gov/dep in two file formats: Microsoft Word and Adobe Acrobat PDF. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word format must be downloaded separately. Users with Microsoft Word 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



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1. What is the purpose of the DEP TUR Planner Certification Program?

The DEP TUR Planner Certification Program certifies environmental professionals as TUR Planners. It was established by the Massachusetts Toxics Use Reduction Act, M.G.L. c. 211 ("TURA"), which is implemented by regulations found at 310 C.M.R. 50.00 (hereinafter referred to as "the Regulations").

TURA requires that each regulated facility prepare a toxics use reduction plan (the first of which was completed by July 1, 1994). Although the actual plan remains at the facility, the plan (or plan update) certification statement signed by a TUR Planner and the plan (or plan update) summary(ies) are submitted to the Department of Environmental Protection (hereinafter referred to as "the Department").

A TUR Planner may certify a plan ONLY IF, based on independent professional judgment, he or she has examined and is familiar with the plan, the plan satisfies the requirements of the Regulations, and the plan demonstrates a good faith and reasonable effort to identify and evaluate toxics use reduction option.¹
A TUR Planner must maintain records of his or her plan review process for at least five (5) years.

To ensure that TUR Planners are competent to perform their professional duties, TURA requires that they be certified by the Department.

2. Once certified as a TUR Planner, how long does the certification remain valid?

Initial certification is valid for two (2) years and is renewable for increments of two (2) years. To "recertify," a TUR Planner must complete at least thirty (30) credits of continuing educational instruction in toxics use reduction activities or TUR-related activities (see the [Recertification Guidance Document](#) for more information).

Credit Requirement

Certification	General Practice	Limited Practice
First Recertification	30 credits	24 credits
Second, Third, Etc. Recertification	24 credits	20 credits

3. How can an applicant become a DEP-certified TUR Planner?

Under TURA, an applicant may become certified as a TUR Planner by pursuing either of two routes: (1) an applicant must satisfactorily complete the TUR Planner Course developed by the Toxics Use Reduction Institute at the University of Massachusetts at Lowell and passing the TUR Planner Examination given by the Department, or (2) an applicant may seek certification by demonstrating at least two (2) years of toxics use reduction experience (see sections 50.54 and 50.55 of the Regulations)

¹ Each plan (and update) must include the following written statement signed by a DEP-certified TUR Planner: "Based on my independent judgment as a [TUR Planner], I certify under the penalty of law that the following is true: (a) I have examined and am familiar with this toxics use reduction plan, (b) the plan satisfies the requirements of 310 CMR 50.40; and (c) the plan demonstrates a good faith and reasonable effort to identify and evaluate toxics use reduction options."



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Individuals pursuing the first certification route are referred to as “exam-track” applicants and those pursuing the second route are referred to as “application-only” applicants.

4. What is the difference between the two types of TUR Planners?

The basic distinction is that exam-track or “General Practice” TUR Planners, once certified, may certify the tur plan of any facility in Massachusetts, whereas application-only or “Limited Practice” TUR Planners may only certify the tur plan of his or her employer.² Limited Practice TUR Planners may also certify the tur plan of any facility owned or operated by their employer provided they demonstrate that “at least one year of his or her experience in toxic use reduction activities is related to the operation of the facility.” (See section 50.55(5) of the Regulations.)

5. How does an applicant apply for certification?

All applicants must complete the form entitled “BWP - TU 01 & BWP - TU 02.” This form requests general information from the applicant to determine if the applicant meets that basic requirements for TUR Planner certification.

In addition, Limited Practice TUR Planner applicants must complete form “BWP - TU Supplemental XP.” This form requests information from the applicant to determine whether the applicant can qualify for certification thru experience only. (Note: Limited Practice applicants may also qualify by passing the TUR Planner Examination.)

General Practice TUR Planner applicants must also complete form “BWP - TU Supplemental XA.” This form requests exam-specific information.

All applicants must complete the Department’s standard transmittal form, which is included as part of the complete TUR Planner application package.

TUR Planner application packages may be obtained by accessing the web at <http://www.mass.gov/dep> or, calling (617) 338-2255 and asking for a “TUR Planner Certification application package” and one will be sent out to you by mail.

6. What is the fee for certification?

General Practice TUR Planner applicants pay \$500.00 for a two-year certification period, which may be renewed. Limited Practice TUR Planner applicants pay \$100.00 for a two-year certification period, which may also be renewed. These fees are waived up to \$100 for state employees who want to become certified (See section 50.53 of the Regulations.). If you work for a state agency, you may only apply for a Limited Practice Planner certification and cannot certify plans for facilities.

² The term “employer” is defined at 310 C.M.R. 50.55(6) as meaning “an individual or organization for whom the planner works or receives wages on a regular basis.”



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7. Where do you send the application?

The complete application and a copy of the transmittal form should be sent to:

Department of Environmental Protection
Toxics Use Reduction Program
1 Winter Street, 8th Floor
Boston, Massachusetts 02108

8. Where do you send the fee payment?

The fee payment and a copy of the transmittal form should be sent to:

Department of Environmental Protection
P.O. Box 4062
Boston, Massachusetts 02211

Note: If you are applying for General Practice status (\$500 fee), enter "BWP TU 01" as the permit code on the transmittal sheet and "General Practice TURP" as the permit name. If you are applying for Limited Practice status (\$100 fee), enter "BWP TU 02" as the permit code on the transmittal sheet and "Limited Practice TURP" as the permit name.

9. Can the TUR Planner application forms be accessed over the Internet?

Yes. The TURA Program's direct address is <http://www.mass.gov/dep>

10. How long does it take for the application process to be completed?

Normally, not more than three (3) weeks, assuming the application is filled out correctly and contains all the necessary supporting documentation and the appropriate fee is paid.

11. What exactly is the general requirement for becoming certified as TUR Planner?

All applicants, whether General or Limited Practice, must possess seven (7) years of specific work experience in fields broadly related to toxics use reduction.³ Work experience may be in any of the following fields:

- (a) engineering, process control
- (b) manufacturing, production, quality
- (c) environmental compliance or worker health and safety
- (d) planning or industrial design or research and development
- (e) accounting, business administration or product marketing
- (f) managerial or legal

The Department may, at its discretion, allow work experience in areas other than those set forth above to count toward the required work experience IF the applicant demonstrates that the experience is related to the skills and

³ Relevant education may substitute for up to five (5) years of the required work experience.



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knowledge a TUR Planner must possess to determine if a tur plan has been developed is accordance with the Regulations (See section 50.52(4) of Regulations).

12. What is acceptable as an educational substitution for the required work experience?

The Regulations establish the following educational substitutions:

Vocational or Technical Certificate: 1 year

Associate Degree with a concentration or major directly related to the work experience set forth in a-c above (or in biology, chemistry or physics): 2 years

Bachelor Degree with a concentration or major directly related to the work experience set forth in a-c above (or in biology, chemistry or physics): 4 years

Bachelor's Degree with a concentration or major directly related to the work experience set forth in d-f above (or in biology, chemistry or physics): 3 years

Master or Doctorate Degree with a concentration or major directly related to the work experience set forth in a-c above (or in biology, chemistry or physics): 5 years

Master or Doctorate Degree with a concentration or major directly related to the work experience set forth in d-f above: 4 years

(See section 50.52(3) of the Regulations.)

The Regulations allow DEP to accept, at its discretion, other education as a substitute for the required work experience, provided that the applicant can show that the education is relevant.

13. What are the other requirements for becoming a TUR Planner?

In addition to work experience, all applicants must demonstrate sufficient skills and knowledge to evaluate the specific analyses integral to the toxics use reduction planning process. These analyses are spelled out in detail in section 50.51(2) of the Regulations. All applicants are encouraged to review this section prior to filling out the application.

General Practice TUR Planner applicants demonstrate their ability to evaluate these analyses by successfully completing the TUR Planner Course, and subsequently passing the TUR Planner Examination (See section 50.54(1) of the Regulations.).

Limited Practice TUR Planners demonstrate these skills by describing, as part of their application, how their work experience has provided them with two (2) years of "... experience in toxics use reduction activities." (See section 50.55(1) of the Regulations.)



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14. How are the TUR Planner Examinations graded?

The examinations (required only for General Practice Planners) are graded on a pass/fail basis by the Department with the assistance of TURP. The exam is usually given each year, in the winter. The exam has been held at the Massachusetts Bay Community College in Wellesley, in the past.

15. What constitutes two (2) years of experience in toxics use reduction for Limited Practice TUR Planner.

To become certified as a Limited Practice TUR Planner thru experience, the applicant must demonstrate that he or she has at least two (2) years of experience in "toxics use reduction activities."

toxics use reduction activities defined:

Toxics use reduction activities are defined as activities that require *skills* needed to develop or evaluate a toxics use reduction plan. In the application form, these skills are grouped into four broad types of analyses which will be described below.

Applicants must demonstrate that they have experience that has given them the skills needed to perform or evaluate each of these analyses. The experience could be working on tur projects or on other tasks that are sufficiently similar in that they involve the required skills. If the experience is not in tur, the applicant must explain how their experience is relevant to tur planning (unless the relevance is clearly apparent.).

The four categories of analyses are:

A. Process Assessment, which includes determining: (1) why a toxic chemical or production process is used, (2) the points where the chemical enters or leaves the production process, and (3) the amounts of toxic chemicals used and the amount produced as byproducts and emissions. Process assessment also involves determining whether or not a process flow diagram corresponds to actual facility operations.

B. Options Identification, which includes (1) generating a list of options or alternatives to current process operations or chemical usage, (2) identifying when additional sources of information need to be consulted and locating those sources, and (3) determining if a given option is or is not toxics use reduction.

C. Technical Evaluation, which includes analyzing the technical feasibility of a potential change in process operations or chemical usage. This category also includes identifying and evaluating the potential impacts of such changes on (1) worker health and safety, (2) the possible need to comply with other environmental laws, (3) the amount of chemicals used and/or produced as byproducts or emissions as a result of the change, and (4) the facility's operation and function.

D. Economic Evaluation, which analyzes the economic feasibility of a potential change in process operations or chemical usage including an analysis of the costs and savings associated with the change.⁴

two years of experience defined:

⁴ Note that the Regulations focus on the skills needed to perform or evaluate such analyses. The intent is to allow flexibility for those seeking to become TUR Planners. An applicant may not at this point have worked on a toxics use reduction project, but may have other relevant experience that demonstrates the required skills. Such an applicant, for example, may have evaluated potential changes in facility operations as part of a total quality improvement team. This applicant would need to demonstrate in his/her application how that experience provided the skills needed for the "technical evaluation" category.



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The TURA statute and the Regulations require that an applicant have at least two (2) years of full-time experience in toxics use reduction activities. There are two ways that such experience can be gained:

For individuals whose job responsibilities include the routine use of the skills needed to perform or evaluate the analyses outlined above, the two (2) years experience is gained if they worked at such a job full-time (at least 37.5 hours /week) for 2 years. Note that it is not necessary for the applicant's work to be limited to these activities. All that is required is that they be routinely conducted. Part-time work of this nature would be pro-rated. For example, someone who worked 17.5 hours/week would have had to work at the job for 4 years.

For individuals whose primary job responsibilities do NOT include the routine use of the skills needed to develop or evaluate a tur plan, the two (2) years of experience is gained if they have worked for a total of 24 months on projects in which they used skills needed to perform or evaluate the analyses outlined above.

Part-time work is also pro-rated if the person always worked part-time- the elapsed time would be pro-rated, so the applicant would need a total of 48 months.

16. What are the continuing education requirements for recertification?

TUR Planners MUST recertify every two (2) years, beginning with their initial two-year certification period. Recertification requires TUR Planners to complete a specific amount of continuing education credit in "toxics use reduction activities" over a two-year period. In general, 1 hour of training equals 1 credit toward recertification. Continuing education need not be sought in a formal, educational setting. Trade association workshops, and seminars sponsored by state or federal agencies, may all qualify for credit toward recertification.

Please see the [Recertification Guidance Document](#) for further information on TUR Planner recertification.

17. Planner disciplinary actions.

DEP may suspend, deny or revoke a TUR Planner's certification, or deny recertification for any good cause, including, but not limited to:

- (a) gross negligence in complying with the Regulations
- (b) fraud or misrepresentation in complying with the Regulations
- (c) unethical conduct in complying with the Regulations
- (d) failure to meet the recertification requirements
- (e) noncompliance with any provision of the TURA statute or the Regulations. (See section 50.59 of the Regulations.)

18. Other questions?

Please feel free to contact the TURA TUR Planner Certification Program at (617) 292-5611 with any questions you may have concerning the certification or recertification requirements.



Massachusetts Department of Environmental Protection

Addresses and Phone Numbers

DEP Boston
One Winter Street
Boston, MA 02108
Telephone: (617) 292-5500
Fax: (617) 556-1049
TDD: (617) 574-6868

William X. Wall Experiment Station
37 Shattuck Street
Lawrence, MA 01843
Fax: (978) 688-0352
Division of Environmental Analysis
Telephone: (978) 682-5237
Air Quality Surveillance
Telephone: (978) 975-1138

Office of Watershed
Management
627 Main Street
Worcester, MA 01608
Telephone: (508) 792-7470
Fax: (508) 839-3469

Millbury Training Center
Route 20 Millbury, MA 01527
Telephone: (508) 368-5600
Fax: (508) 755-9253
Residuals Sludge Management
Telephone: (508) 368-5606
WWT Operator Certification
Telephone: (508) 368-5698

DEP Western Region
436 Dwight Street
Suite 402
Springfield, MA 01103
Phone: (413) 784-1100
Fax: (413) 784-1149



Adams
Agawam
Alford
Amherst
Ashfield
Becket
Belchertown
Bernardston
Blandford
Brimfield
Buckland
Charlemont
Cheshire
Chester
Chesterfield
Chicopee
Clarksburg

Colrain
Conway
Cummington
Dalton
Deerfield
Easthampton
East Longmeadow
Egremont
Erving
Florida
Gill
Goshen
Granby
Granville
Great Barrington
Greenfield
Hadley

Hampden
Hancock
Hatfield
Hawley
Heath
Hinsdale
Holland
Holyoke
Huntington
Lanesborough
Lee
Lenox
Leverett
Leyden
Longmeadow
Ludlow
Middlefield

Monroe
Montague
Monterey
Montgomery
Monson
Mount Washington
New Ashford
New Marlborough
New Salem
North Adams
Northampton
Northfield
Orange
Otis
Palmer
Pelham
Peru

Pittsfield
Plainfield
Richmond
Rowe
Russell
Sandisfield
Savoy
Sheffield
Shelburne
Shutesbury
Southampton
South Hadley
Southwick
Springfield
Stockbridge
Sunderland
Tolland

Tyringham
Wales
Ware
Warwick
Washington
Wendell
Westfield
Westhampton
West Springfield
West Stockbridge
Whately
Wilbraham
Williamsburg
Williamstown
Windsor
Worthington

DEP Central Region
627 Main Street
Worcester, MA 01608
Phone: (508) 792-7650
Fax: (508) 792-7621
TDD: (508) 767-2788



Acton
Ashburnham
Ashby
Athol
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Ayer
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Berlin
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Clinton
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East Brookfield
Fitchburg
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Easton
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Fall River
Falmouth
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Franklin

Freetown
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Halifax
Hanover
Hanson
Harwich
Kingston
Lakeville
Mansfield
Marion
Marshfield
Mashpee

Mattapoisett
Middleborough
Nantucket
New Bedford
North Attleborough
Norton
Norwell
Oak Bluffs
Orleans
Pembroke
Plainville
Plymouth
Plympton

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Rehoboth
Rochester
Rockland
Sandwich
Scituate
Seekonk
Sharon
Somerset
Stoughton
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Westport
West Tisbury
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DEP Northeast Region
205 Lowell Street
Wilmington, MA 01887
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Medford
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Newburyport
Newton
Norfolk
North Andover
North Reading
Norwood
Peabody

Quincy
Randolph
Reading
Revere
Rockport
Rowley
Salem
Salisbury
Saugus
Sherborn
Somerville
Stoneham
Sudbury
Swampscott
Tewksbury
Topsfield

Wakefield
Walpole
Waltham
Watertown
Wayland
Wellesley
Wenham
West Newbury
Weston
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Winthrop
Woburn



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Toxics Use Reduction Program

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Certification of Toxics Use Reduction Planners

Before completing this application and one of the accompanying supplemental forms, please read the "How to Apply for TURP Certification" Guidance Document and the TURA Regulations found at 310 CMR 50.00, specifically sections 50.50 to 50.61.

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



Instructions

Make check payable to Commonwealth of Massachusetts

Please mail this application along with a copy of the transmittal form to:
Department of Environmental Protection, TUR Planner Certification Program, One Winter St., 8th Fl., Boston, MA 02108

A. Certification Information

Please indicate in question 1 whether you are requesting certification by examination or through experience and in question 2 whether you are applying for General or Limited Practice.

1. Type of certification requested (check one): ☐ Certification by Examination ☐ Certification Through Experience

If you are requesting certification by examination, also complete **Form BWP – TU Supplemental XA**.
If you are requesting certification through experience, also complete **FORM BWP – TU Supplemental XP**.

2. Are you applying for:

- ☐ General Practice (as consultant for any number of facilities, the fee is \$500.00). Applicants applying for General Practice must certify by examination. On the transmittal form, enter "**BWP TU 01**" as the permit code and "**General Practice TURP**" as the permit name.
- ☐ Limited Practice (ONLY for the facility or facilities owned/operated by current employer, the fee is \$100.00). Applicants may certify by exam or through experience. On the transmittal for, enter "**BWP TU 02**" as the permit code and "**Limited Practice TURP**" as the permit name.

B. Applicant Information

As with all information requests in this application, please print or type your responses if possible (unless, of course, a signature is requested).

Last Name		First Name	Middle Initial
Mailing Address			
City/Town	State	Zip Code	
Telephone and extension		e-mail (optional)	
Date of Birth		Soc. Sec.# or Driver's License ID#	
Place of Employment		If employed at a TURA filer, provide DEP facility number	
Address			
City/Town	State	Zip Code	
Telephone and extension			

Enter address ONLY if different from above.



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C. Certification Statement

"I swear that, to the best of knowledge, all information presented in this application is true in substance and effect."

Signature of applicant

Date

D. Employment Information

As with all information requests in this application, if you need more space than is provided, please continue on the back of page. Be sure to clearly note, however, which question you are answering. Use a photocopy of this page of the application if necessary. In order to initially qualify as a TURP, the application must have seven (7) years of full-time experience in any of the following areas:

- Engineering or process control
- Manufacturing, production, or quality control
- Environmental compliance or worker health and safety
- Accounting, business, administration or product marketing
- Planning, industrial design, or research development
- Managerial or legal

Part-time work experience in the areas listed above may count, on a pro-rated basis, toward the required seven (7) years of full-time experience (see section 9 of the Guidance Document)

NOTE: Education may substitute for up to five (5) years of the required work experience.

1. Are you seeking to substitute education for some of the required experience? ☐ YES ☐ NO

If YES, how many years do you seek to substitute? _____ Years

2. Employment experience:

Please list current position first

Job Title

Date of Employment

Immediate Supervisor/Title

Supervisor's Telephone #

Is this full-time or part-time work? ☐ YES ☐ NO

If part-time, how many hours per week did you work? _____ hours. (37.5 or more hours is full time)

Description of Duties & Responsibilities and/or Skills or Knowledge Acquired. (Please describe your experience in terms of the six areas in the table above)



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Transmittal Number _____

D. Employment Information

3. Employment experience:

Job Title _____

Date of Employment _____

Immediate Supervisor/Title _____

Supervisor's Telephone # _____

Is this full-time or part-time work? ☐ YES ☐ NO

If part-time, how many hours per week did you work? _____ Hours. (37.5 hours or more is full-time)

Description of Duties & Responsibilities and/or Skills or Knowledge Acquired. (Please describe your experience in terms of the six areas above, if applicable.)

E. Educational Substitution

Before completing this section of the application, please read section 10 of the Guidance Document and section 50.52(3) of the TUR Regulations, which explain that education may substitute up to five (5) years of the required work experience. If you are not seeking educational substitution, this section is **optional**. Applicants are, however, encouraged to complete the section if their education is particularly relevant to a review of their competency.

Please attach a photocopy of your degree or certificate (or transcript, if it indicates the attainment of a degree or certificate to this page of the application. If you would like your transcript returned, please enclose a self-addressed, stamped envelope with this application.

List below the educational institutions attended in chronological order beginning with the most recent. (Use a photocopy of this part of the application if necessary.)

Name of Institution _____

Address _____

Major _____

Dates Attended _____

☐ Degree ☐ Certificate

If degree/certificate is not in one of the fields described in sections 9 & 10 of the Guidance Document, explain why you think this education is relevant. (Please enclose a transcript of your courses.)



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E. Educational Substitution (cont.)

Name of Institution

Address

Major

Dates Attended

☐ Degree

☐ Certificate

If degree/certificate is not in one of the fields described in sections 9 & 10 of the Guidance Document, explain why you think this education is relevant. (Please enclose a transcript of your courses.)

Name of Institution

Address

Major

Dates Attended

☐ Degree

☐ Certificate

If degree/certificate is not in one of the fields described in sections 9 & 10 of the Guidance Document, explain why you think this education is relevant. (Please enclose a transcript of your courses.)



BWP – TU Supplemental XP

Supplemental information for TURP certification through experience

Transmittal Number _____

A. Applicant Information

Last Name

First Name

Middle Initial

The TUR Act and its implementing regulations require that an applicant have two (2) years of elapsed, full-time experience in toxics use reduction activities. This experience can be gained in one of two ways:

For applicants whose job responsibilities include the routine use of the skills needed to perform the analyses listed in section C below: Two (2) years of experience is gained if they worked at such a job full-time (i.e., at least 37.5 hours per week) for two (2) years. Note that this is not necessary for the applicant's work to be limited to these activities. Nor does all their time have to be devoted to such activities. The key is having two (2) years of elapsed time experience using the skills.

Part-time workers must pro-rate their time, meaning that an applicant who has worked at least 17.5 hours per week would have had to work at his or her job for four (4) years.

For applicants whose job responsibilities do not include the routine use of the skills needed to develop or evaluate a TUR plan: Two (2) years of experience is gained if they have worked for a total of 24 months on project in which they used these skills. For example, for the past 3 years, applicant A has worked full-time on the following projects: January 1990 to July 1990 (redesign of a production process), March 1991 to March 1992 (in-depth evaluation of air pollution from a production process), and from January 1992 to August 1992 (costing out a new coating technique).

As long as applicant A has worked at least 37.5 hours per week (although all 37.5 hours do not have to have been devoted to the project) he or she would have the requisite two (2) years of TUR experience in elapsed time. Note the third project (i.e., coating technique) only gives applicant A 5 months of experience because applicant A has already received "credit" for the period between January and March of 1992. The time overlapping cannot be credited twice.

Part-time work is pro rated. For example, if applicant A worked part-time, the elapsed would be prorated. Accordingly, applicant A would need a total of 48 months of appropriate projects.

1. Are you claiming at least two (2) years of experience in toxics use reduction activities as described in 310 CMR 50.55(2) of the TURA Regulations? ☐ YES* ☐ NO

*If YES, please describe your two (2) years of experience of TUR activities by providing the name of the employer at which the experience was gained, a brief description of the experience itself (or the project name, if applicable), and the dates during which you gained the experience or worked on the project(s).



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A. Applicant Information (cont.)

2. Have you attended & completed the toxics use reduction course? ☐ YES ☐ NO

Completing the
TURP course
counts for 6 months
of the required
experience

If YES please give the date and location of the toxics use reduction planner course you attended and attach a copy of your TURP course certificate to this page to the application

Date

Location

B. Certification Information

1. Do you plan to certify plans for any facility(ies) owned or operated by your employer other than the one at which you are currently employed? ☐ YES ☐ NO

If yes please give the facility name, address & DEP ID#. Also describe below how at least one (1) year of your experience in the TUR activities is related to the operation of the other facility(ies) (see section 4 of the Guidance Document). Photocopy this page if necessary.

Facility Name

Address

DEP ID#

Description

Facility Name

Address

DEP ID#

Description

Facility Name

Address

DEP ID#

Description



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C. Experience in Toxics Use Reduction or Other Related Activities

Please describe in detail your two(2) years of experience in TUR activities by using the space provided in each of the first four sections presented below. Note that you must have had “experience” or the ability in each of the first four categories, i.e., process characterization, options identification, technical evaluation, and economic evaluation.

Experience in toxic use reduction activities means possessing either the skills or knowledge necessary to conduct all the analyses or tasks as described in each of the first four sections, or skills or knowledge necessary to evaluate whether each of these analyses were conducted in accordance with the Regulations. We have provided a full page for each analytical category so that you have ample room.

You may describe projects that are not toxics use reduction projects per se, if they involved the required skills. You must, however, state how the skills or experience can be applied to developing or evaluating TURA plans.

The Department may consider whether, through work experience, that the applicant used or gained the skills and knowledge to enable him or her to conduct or evaluate the analyses as described in the four sections stated below. Accordingly, in the box entitled “other related activities” please describe that experience which does not fit easily into one or more of the first four categories mentioned, but (you feel) is non the less TUR experience.

(All applicants are strongly encouraged to read A Practical Guide to Toxics Use Reduction, published by the Office of Technical Assistance, prior to completing this part of the application.)

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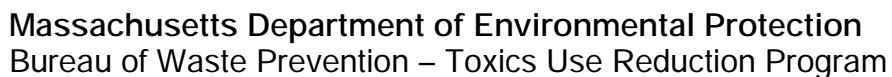
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C. Experience in Toxics Use Reduction or Other Related Activities (cont.)

Process Characterization

This category involves determining or evaluating the work of others who determine, for any given production process, (1) why a toxic chemical or production process was used, (2) the points where a chemical enters and leaves the process, (3) the amount of toxic chemical used, and the amount of produced as byproducts and emissions. Determining whether or not a process flow diagram corresponds to actual facility operations is also included in this category.

[illegible]



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Options Identification

This category involves experience in completing the tasks listed below or evaluating the work of others who do so. The tasks are (1) generating a list of options or alternatives to current process operations or chemical usage, (2) identifying the time when additional sources of information need to be consulted and locating those sources, and (3) determining if a given option is or is not toxics use reduction. Experience with formal options-generation techniques, such as brainstorming, may be described in this category.

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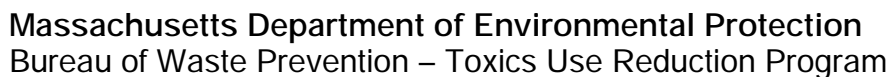
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C. Experience in Toxics Use Reduction or Other Related Activities (cont.)

Technical Evaluation

This category, which includes analyzing the technical feasibility of a potential change in process operations or chemical usage. This category also includes identifying and evaluating the potential impacts of such changes on (1) worker health and safety, (2) the possible need to comply with other environmental laws, (3) the amount of chemicals used an/or produced as byproducts or emissions as a result of the change, and (4) of the facility's operation and function.

[illegible]



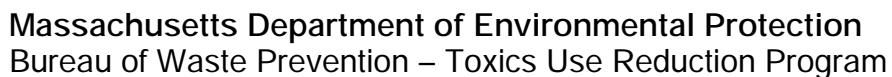
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Economic Evaluation

This category involves analyzing the economic feasibility of a potential change in process operations or chemical usage including an analysis of the direct costs and savings associated with the change.

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Other Related Activities

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Supplemental information for TURP certification by
examination

Transmittal Number _____

A. Applicant Information

In order to qualify for exam-track status, the applicant must have completed the toxics use reduction planner certification course and pass the uniform certification exam.

Last Name

First Name

Middle Initial

1. Please give the date and location of the toxics use reduction planner certification course you attended.

Date

Location

2. Did you complete the course? ☐ YES ☐ NO

*You must have completed the course to be eligible for exam-track status.

If YES, Please attach a copy of your TURP course certificate to this page of the application.

3. Please give the date and location of the TURP examination you took:

Date

Location

4. Did you pass examination? ☐ YES ☐ NO

*In order to qualify for exam-track status you must have passes a uniform TURP certification examination not more than two (2) years prior to applying to certification.